



## **Request for City Council Committee Action By the Department of Human Resources**

**Date:** November 18, 2002

**To:** Ways & Means Committee

**Prepared or Submitted by:** Amy Hirsch/Timothy Giles Phone: 673-3344

**Approved by:** \_\_\_\_\_  
Ann Eilbracht John Moir  
Director, Human Resources City Coordinator

**Subject:** **Approval of salary ordinance for new position – Office Support Specialist I and reclassification of incumbents**

**Presenters in Committee:** Timothy Giles

### **Recommendations:**

- 1) Classify the position of Office Support Specialist I with 210 points (grade 4) to the Administrative Services Promotional Line, effective January 1, 2003.
- 2) Reclassify all Clerk II and Clerk Typist II incumbents, with the exception of Michael W. Freeman, to the Office Support Specialist I position effective January 1, 2003, pursuant to the Collective Bargaining Agreement.
- 3) Reclassify Michael W. Freeman from Clerk Typist II to the position of Office Support Specialist II, effective April 23, 2002, pursuant to the Collective Bargaining Agreement.
- 4) Approve the salary ordinance related to the changes listed above. The ordinance is attached for your convenience.

### **Financial Impact** (Check those that apply)

- ☐ No financial impact (If checked, go directly to Background/Supporting Information)
- ☐ Action requires an appropriation increase to the Capital Budget
- ☐ Action requires an appropriation increase to the Operating Budget
- ☐ Action provides increased revenue for appropriation increase
- ☐ Action requires use of contingency or reserves
- ☒ Other financial impact (Explain): **Please see background information.**
- ☐ Request provided to the Budget Office when provided to the Committee Coordinator

## **Background/Supporting Information**

As a part of the collective bargaining agreement, a class maintenance study was conducted include the classifications of Clerk II and Clerk Typist II. The agreement states that all classified positions will be reviewed at least once within a five-year period to ensure proper classification. This study was part of this ongoing effort.

Through the course of the classification study, no significant difference was identified between Clerk II and Clerk Typist II. As a result, the positions were studied together and the recommendations apply to both. Both the Clerk II and Clerk Typist II perform a wide range of clerical and technical duties related to department-specific operations. These include, but are not limited to, preparing purchase orders and requisitions, produce business correspondence, and create other documents such as accounting and financial statements. This requires word processing proficiency as well as speed, accuracy, and attention to detail. The incumbents in these positions may also provide phone coverage and maintain department filing systems. These positions also interact with a variety of internal and external customers including City departments, utility companies, County and State agencies, as well as the general public.

I recommend the classification of Office Support Specialist I, with 210 points (Grade 4), of the Administrative Services Promotional Line, with a 2002 hourly rate of \$13.473-\$17.749. Additionally, I recommend that the incumbents in Clerk II and Clerk Typist II classifications, with the exception of Michael Freeman, be reclassified to Office Support Specialist I effective January 1, 2003, and that Michael Freeman be reclassified from Clerk Typist II to Office Support Specialist II effective April 23, 2002. The position of Office Support Specialist I will be represented by AFSCME Council 14, Local 9, have the FLSA designation of non-exempt with the overtime code 2. The salary has been negotiated with the union and the departments have sufficient funds to accommodate these recommendations.

cc via e-mail: Timothy Giles, Employee Services  
Human Resources Generalists  
Jill Kielblock, AFSCME Council 14, Local 9  
Julie Schiller, Central Payroll  
Betty Stanifer, Classifications  
Linda Webster, HRIS